

WRNSC Board Meeting Minutes for January 12, 2023

Present: Ken Campbell, Colin Rhodes, Elaine Gosnell, Rob Daniels, Cliff Marshall, Heidi Langenberg, Oliver Conway-White (all virtual)

1. Called to order by Ken at 8:30pm.
2. **Review and approve agenda for this meeting.** Colin approved the agenda, seconded by Oliver, all agreed.
3. **Review and approve minutes from the previous meeting.** Colin approved the minutes, seconded by Oliver, all agreed.
4. **Finance update (Rob)**
 - Rob ran through the budget and gave an update on revenue and expenses for the season to date. Revenue is about on budget, many expenses have not yet been incurred.
 - There may be refunds for jackrabbit and bunny programs due to lack of snow, but all other programs are in progress, racers are training and competing.
 - Few more memberships are trickling in
5. **Rockway Grooming update (Colin)**
 - Purchasing equipment and tools is going slowly due to difficulty connecting with vendors
 - Snowmobile is in for service, additional keys have been made for new grooming staff
 - 5 groomer volunteers in total for this year
 - Anticipate about 1-2 weeks until enough snow to start
6. **Rockway Signage update (Elaine)**
 - Signs are printed and ready to be installed
 - Will be installed this weekend (Jan 14-15)
 - Signs and materials are expected to be on budget, will submit expense claim
7. **Rockway Clubhouse update (Ken)**
 - Agreement with the City is complete
 - Pro-shop is ready, staffing is arranged
 - Staffing will be ½ time by City employee, ½ time by club volunteers
 - Need to line up volunteers to man the clubhouse during lesson times. Cliff will man during Jackrabbits and Track Attack lessons. Ken will man during adult lessons and events. Need one more for additional times (Cecile or her husband or other?)
 - We have access to the starter hut. Waxing equipment is stored there. Instructors will continue to bring their own games and materials for their lessons.
8. **Adult Program update (Heidi)**

- Ready to go, just need snow
- Two new instructors have been recruited and are available to coach on Tues or Wed nights or weekends. Preferable to add more spots to the existing Tuesday night lessons.
- Heidi will email participants as soon as lessons are a go
- 2 lessons had to be postponed due to lack of snow
- Adult outreach sessions have been well received and registration is almost full. \$25/session seems to have been an appropriate amount.
- Senior specific sessions are filling up.

9. Youth Program update (Ken)

- All youth programs are ready to go or underway

10. New Race Bibs (Cliff)

- Bibs have been ordered, February 10 is expected delivery date.

11. Equipment update (Ken)

- order has been placed with Kelly Sinclair (Highlands) for youth ski equipment for 2023-24 season. Will be included in Highlands bulk order.
- We have a good supply of adult sized equipment for try-it type events
- In future (2024) we will have a good supply of try-it sized equipment for school aged youth

12. List of Volunteers, for Cities of Kitchener and Waterloo (Ken)

- Ken will provide email with instructions to Elaine
- Elaine will contact coaches, board to update list of volunteers
- Elaine will mail out recognition pins to volunteers

13. Website

- Rob will renew in February, good for 3 years

14. Refunds

Background:

- i) It is highly likely that we will receive additional requests for refunds
- ii) Basic club operations are paid for from memberships; we budgeted for a club of 300 members. Most basic costs are 'fixed costs'.
- iii) Nordic ski equipment rentals are intended to be self-financing, although we do receive some grants and some donations.
- iv) Ski program costs are financed by program fees
 - (a) Costs for youth programs are mostly front-loaded: affiliation fees for bunnies, jackrabbits, track attack (i.e. hats), coaching courses for instructors, jacket subsidies for instructors, games equipment. With the exception of coach travel subsidies, most youth expenses have already been incurred by this time of the season. This year, affiliation costs \$15.50 per youth skier, and it is not refundable.

(b) Costs for adult programs are mostly back-loaded (stipends for instructors).
Very few adult program costs have been incurred by this time of the season.

- The board discussed approaches to refunds based on the fixed costs of membership and programs (youth vs adult), the ability to fill vacancies, timing of requests/deadline, historical frequency of requests, etc.
- Equipment rentals are non-refundable once the equipment has been picked up
- It is important to update the club refund policy so that all requests are treated equally and transparently
- Following the meeting, Colin prepared a written refund policy update and provided it to the board members by email for review and approval. The final version was agreed upon on January 16, 2023 by email correspondence and is attached to the minutes, and has been posted on the webpage.

15. Rockway Grooming Related Recruiting Gaps

- Colin provided notice that he will not be able to manage and do all tasks related to grooming at Rockway, as of the end of the 2022/23 season. For 2023-24 season the club will require volunteers to take on the following tasks:
 1. arranging and transporting snowmobile and/or UTV for annual service, maintenance as needed for trailer(s) for snowmobile and/or UTV
 2. leading the maintenance of grooming equipment, including purchasing and installing parts, conducting repairs, etc.
 3. handling purchase, installation, and maintenance of shipping container(s), along with ramps, locks, shelving, etc, including responding to any break-in events
- following the meeting Colin prepared written job descriptions for these tasks, for review and comment by the board. Once finalized, board members are to communicate these needs to the membership and identify specific individuals who may be suited to these tasks.
- Communication of these needs is to be by email to membership as a whole, posting a notice and job descriptions on the website, approaching individuals in person or targeted emails.

16. Next meeting will be February 16, 2023, 8:30pm.

17. Motion to adjourn by Rob, seconded by Colin. Meeting adjourned at 10:10pm.

WRNSC Refund Policy

2023-Jan-16

This policy is in effect immediately. Any refund requests for the 2022-2023 season that were received prior to Fri Jan 13 2023 will be granted at the greater dollar value of the previous policy and this policy.

Membership Fees

Club membership fees are not refundable except when a request is received by email to info@wrnsc.ca no later than the earliest of Dec 15 and 7 days prior to the start of any program in which the member is registered.

Club membership refunds will be for the total membership fee less \$25. That amount reflects costs that the club immediately pays to Nordiq Canada, Cross Country Ski Ontario, and Zone4.

Note that active club membership is still required for participation in WRNSC programming.

Program Fees

Program fees are not refundable, with the following exceptions:

1. If a request is received by email to info@wrnsc.ca at least 7 days before the start of the program, all but \$20 of the program fee will be refunded. That amount reflects costs that the club immediately pays to Nordiq Canada and Zone4.
2. Under extraordinary conditions such as a severe lack of snow that prevents more than 50% of a program from being run, a member may apply for a refund of the program fees. The Board will decide on the approval of any refund or partial refund on a case-by-case basis.

Rental Fees

Equipment rental fees are not refundable.

Changes

The WRNSC Board of Directors will annually review the amount held back from membership and program refunds as the fees charged to us change.